

Message

From: Hoory, Matthew [hoory.matthew@epa.gov]
Sent: 11/21/2019 4:40:34 PM
To: Canova, Judy [canova.judy@epa.gov]
Subject: Re: Review of Invoice I_GSF0462M_21613_00278 Hydrogeologic Support [GEOS] (October 2019)
Attachments: I_GSF0462M_21613_00278.pdf; 1453 summary table thru 10302019.xlsx; SSPA_ProgressReport-Nov2019.pdf

Importance: High

Ex. 4 CBI

\$19,706.87 for 0003AP - Pristine (0556).

 Please let me know if you take no exceptions – recommend paying invoice in full, or identify any potential issues?

i.e.,:

Ex. 4 CBI

No exceptions are made to the invoiced amount of \$19,706.87 for 0003AP - Pristine (0556).

-or- Exception is taken to the invoiced amount for 0003AP - Pristine (0556) based on _____[list issues/items identified as potential problems/for further follow-up]__.

 Best regards,

Matt

Matthew Hoory
 Project Officer
 CMS, Superfund, EPA Region 5
 (312) 886-0254
 Hoory.Matthew@epa.gov

From: Hoory, Matthew <hoory.matthew@epa.gov>
Sent: Friday, November 15, 2019 5:06 PM
To: Patterson, Leslie <patterson.leslie@epa.gov>; Collier, Demaree <Collier.Demaree@epa.gov>; Canova, Judy <canova.judy@epa.gov>; Moynihan, Colleen <moynihan.colleen@epa.gov>
Cc: Hoory, Matthew <hoory.matthew@epa.gov>
Subject: Review of Invoice I_GSF0462M_21613_00278 Hydrogeologic Support [GEOS] (October 2019)

Hello,

Charges are indicated under a project you manage under the attached invoice number **21613** for charges through **October 30, 2019**

Written confirmation of your invoice review is needed to:

1. Ensure the work has been reviewed prior to approving payment for the work.
2. Document that we are following proper invoice review procedures.

Please review both:

(1) the attached S.S. Papadopoulos & Associates (SSPA) invoice (file name: **I_GSF0462M_21613_00278.pdf**) for the detail of charges to each site you manage under the Hydrogeologic Support ("GEOS") contract

and

(2) the attached SSPA/Subterranean Research, Inc. (SRI) progress report (file name: **SSPA_ProgressReport-Nov2019.pdf**) for the description of work performed at each of your sites and

(if you manage a site/project that shows costs incurred (i.e., any amount greater than \$0) in the subject period) provide an email* to me within a week stating either:

A) No exceptions are made to the invoiced amount of [\$\$\$Enter Total Amount###.] for [___ Site Name / Activity]] [if you manage multiple tasks/sites, you can list all in the same email] **Please enter the amount(s) and site(s) that you are responding to.**

note: "exceptions" refers to potential issues that might be a reason to withhold any portion of payment, i.e. in accordance with "WA/TO/DO COR CHECKLIST FOR INVOICE REVIEW"

-OR-

B) Exception is taken to the invoiced amount as listed [Please identify issues as applicable]. If there are any charges about which you have a question or that you feel may be incorrect or questionable and should potentially be suspended or disallowed, please include that in your email.

Please reply quickly and/or contact me with any questions right away if there may be any potential questions or concerns, so it can be anticipated and looked into early, even if you do not have a complete explanation/identification of issue(s) ready yet, simply send an earlier reply to let me know the item that may be an issue.

The attached file (**1453 summary table thru 10302019.xlsx**) summarizes the billings to your sites and remaining funding.

For further guidance on reviewing invoices see:

Invoice Review & Approval Desk Guide, Effective July 24, 2014 “This guide was prepared to serve as both a ready desk reference tool, as well as a self-directed training document for Agency Contracting Officers (COs), Contract Specialists (CSs), Contracting Officer Representatives (CORs), RTP-FC contract payment staff, and anyone else involved in the contract invoice review process.” <http://oamintra.epa.gov/files/OAM/Final%20Invoice%20Review%20Guide%203-13-15.doc>

Thank you to everyone that replies timely to these messages each month. This is easier and means fewer or just one single email. If I don't get a response within ~ a week, you may receive multiple messages and reminders.

Best regards,

Matt

Matthew Hoory
Project Officer
CMS, Superfund, EPA Region 5
(312) 886-0254
Hoory.Matthew@epa.gov